DEFENSE TRAVEL SYSTEM

(DTS)

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OVERVIEW

- **DTS IS A DEPARTMENT OF DEFENSE MANDATED “PURPLE” SYSTEM**
- **THE MARINE CORPS SPENT $3.2 MILLION FOR DTS IN FY04 AND FY05**
- **MORE DTS USE EQUATES TO BETTER USE OF USMC $$$$**
- **DTS DOES AWAY WITH “SCAVENGER HUNT” TAD ORDERS PROCESS**
- **DTS IS MUCH LIKE USING CIVILIAN COMMERCIAL ONLINE TRAVEL SYSTEMS**
- **THE MORE YOU USE DTS THE EASIER IT BECOMES**
- **YOU DON’T HAVE TO BE A TRAVEL EXPERT**

LESSONS LEARNED

- COMMAND LEADERSHIP INVOLVMENT IS CRITICAL
- BUILD A DTS TEAM MADE UP OF ADMIN, COMPTROLLER/DISBURSING PERSONNEL, TMO/CTO AND INFO TECH FOLKS
- BEGIN PLANNING EARLY
- SET UP DTS BUSINESS PROCESSES THAT ARE MOST EFFICIENT FOR YOUR COMMAND – GEAR EFFORTS TOWARDS “TO BE” PROCESSES VICE “AS IS” PROCESS

WHAT'S IN IT FOR YOU

- **COMMAND FLEXIBLITY IN SETTING DTS UP**
- **ABILITY TO DECENTRALIZE TAD BUDGETS**
- **NO MORE PREPARING TAD ORDERS**
- **NO MORE ANSWERING NUMEROUS CALLS ON "WHERE ARE MY TAD ORDERS?"**
- **NO MORE PREPARING, HANDLING, AND FILING ORDERS/TRAVEL CLAIMS**
- **NO MORE LOG BOOKS AND RUNNERS NEEDED TO TRANSPORT CLAIMS TO DISB**

WHAT'S IN IT FOR YOU

- **PER DIEM RATES AUTOMATICALLY GENERATED BY TAD LOCATION**
- **BUILT IN MILEAGE CALCULATOR**
- **ABILITY TO COME UP WITH AN ACCURATE SHOULD COST ESTIMATE FOR TAD TRIPS**
- **TRAVELERS WILL KNOW THE AMOUNT THEY WILL BE REIMBURSED**
- **MANDATORY SPLIT DISBURSEMENT FOR LODGING AND RENTAL CAR TO GOVT CHARGE CARD**

WHAT'S IN IT FOR YOU

- **TAD ORDERS LIQUIDATED IN A MORE EXPEDITOUS MANNER**
- **LESS CUSTOMERS AT TMO AND DISBURSING**
- **TMO can be in the routing list for review**
- **PERSONNEL ASSETS USED IN A MORE EFFICIENT MANNER**

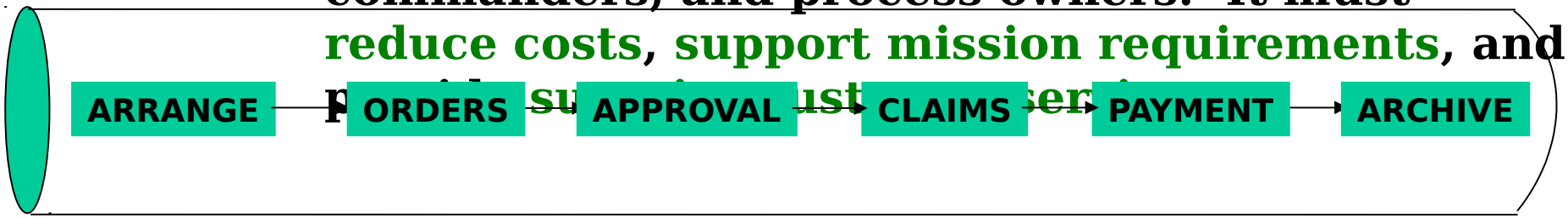
Program Background

- **National Performance Review - Sep 1993 -- Call for overhaul of entire DoD travel system**

- **DoD Travel Reengineering Task Force - Jan 1995 -- DoD travel system is fragmented, inefficient, expensive to administer, and occasionally impedes mission accomplishment**

- *DTS Vision*

A seamless, paperless, temporary duty travel system that meets the needs of travelers, commanders, and process owners. It must reduce costs, support mission requirements, and p su ust ser



Fully integrated end-to-end travel & financial management system for

DTS – Three Primary Efforts

Two large contracting efforts and business process reengineering wrapped into one program

DTS Web Portal & Central Data Center

- User interaction via Web Portal
- Travel transactions executed from central source
- System of record, electronic arrangement of travel, changing travel, completing vouchers, receiving payment, & archive records

Business Process Reengineering and Fielding

- Documentation of "as-is" business processes
- Development of "to-be" business processes
- Setup of work flow mgt
- Automation of reengineered process
- 250 high-volume TDY sites ~ 80% of TDY travel volume

Consolidation of Commercial Travel Service Procurements

- Consolidate 85 contracts managed by 56 organizations
- Standard requirements for DoD travel services
- Integration of travel services into automated DTS process
- Regional contracts

Marine Corps Key Points

- CHANGE MANAGEMENT
- DOD MANAGEMENT INITIATIVE DECISION 921 MANDATES THE USE OF DTS AFTER FULL FIELDING. MARADMIN 068/05 OUTLINES THE MARINE CORPS' POLICY ON MANDATORY DTS USE
- DRAFT DTS MCO IS IN STAFFING

DTS Reengineering Objectives

- **Consolidate Travel Services under one single procurement entity**
- **Simplify traveler entitlements and publish in *English***
- **Decentralize travel budgets**
- **Make supervisors responsible for managing travel**
- **Use full-service civilian commercial travel contractors to make all arrangements**
- **Use government charge cards**
- **Speed travel voucher settlement**
- **Use electronic funds transfer to speed payment of claims**

DTS Traveler Benefits

- Travelers like it as claims are paid in 2-3 Days
- Personalized on-line reservations & itinerary changes for airline (ability to select seats), lodging, and rental cars
- Easy system access and up front policy compliance
- Detailed pre-travel entitlement computations
- Rapidly create authorizations and vouchers
- Easy to understand, simplified TDY regulations (Appendix O) are built into DTS

DTS Managerial Benef

- Transforms Existing Travel Management from a paper-based process to an automated, fully integrated end-to-end travel & financial management system for DoD TDY; fully compliant with the Clinger-Cohen Act, and supportive of the Paperwork Reduction Act, the President's Management Agenda, and the Joint Vision 2020 Strategic Initiative
- Provides Centralized & Consistent Management of DoD Commercial Travel Office (CTO) Services and Procurement by consolidating ~85 CTO service contracts administered by ~56 separate organizations -- Reduces costs for contracts
- Standardizes Reengineered Travel Business Rules Throughout DoD: electronic routing (Traveler to AO to Disbursing Officer), and electronic processing of all financial transactions -- Reduces manpower-intensive and costly claims procedures
- Permits Full and Secure DoD Electronic Commerce by using Public Key Infrastructure (PKI) and the Defense Electronic Business Exchange (DEBX) to transmit financial commitments and obligations to the appropriate DoD Accounting and Disbursing System (DADS)

DTS Financial Benefits

- Reduces Delinquent Travel Card Payments by enabling split disbursement, scheduling partial payments, providing Charge Card Vendor (Bank of America) interface
- Improves Statutory and Regulatory Compliance by use of automated compliance checks throughout the TDY travel process -- Streamlines process and controls cost
- Supports the Business Enterprise Architecture by providing an enterprise-level travel system for DoD that integrates security, transportation, financial and archive functions
- Accelerates Payment of Vouchers by automating the entire process, eliminating redundant data entry to financial systems, and paying via Electronic Funds Transfer
- Enhances Travel Data Mining by enabling electronic access to travel information that will support the acquisition community when negotiating airline, hotel and rental car fares

DoD Public Key Infrastructure

- **Digital signature using public/private key (PKI) cryptography meets United States Code (USC) and Government Accounting Office (GAO) legal requirements for signature on all claims**

- **Digital signature provides confidence that:**
  - The person sending the transaction is actually the originator
  - Document has not been modified
  - Facilitates use of CAC Card

USMC Deployment Plan

FY04 Sites	FY05 Sites	FY06 Sites	TBD
MCB Quantico IOC April 04	MCRD PARRIS ISLAND IOC Dec 04	MCB, Hawaii	Phase III – Schedule in development for FY04-FY06
MCB Camp Lejeune IOC June 04	MCRD San Diego In Progress	MCAS Iwakuni	
Navy Annex/Henderson Hall IOC July 04	MCLB Barstow IOC Mar 05	MCAS Yuma	
COMMARFORLANT IOC July 04	29 Palms In Progress	MCAS New River	
MCLB Albany IOC August 04	MC Reserve, New Orleans IOC Jan 05	Camp Courtney , Okinawa	
	MC Support Activity/Command, Kansas City (May)		
	Cherry Point (May)		

Marine Corps Issues

- **MARADMIN O45/04**
  - **Policy on implementation of the DTS**
- **MARADMIN 490/04**
  - **Established the Finance Community as the lead point of contact for implementation and maintenance of DTS at each Marine Corps Installation**
- **MARADMIN 068/05**
  - **Establishes policy on mandatory DTS usage**

Marine Corps Issues) cont

- **Centrally Billed Account Reconciliation– Final testing in process**
- **“Blue Dollar Interface” – pilot in progress at Beaufort, SC**
- **Debt Management – is a manual process compared to what we use today (RFF is working on procedures)**
- **Receipt Retention**
  - Using FAX or scanning of receipts
- **NMCI –** tested and certified

FUNCTIONAL AREAS OF RESPONSIBILITY

- **MARCORSYSCOM – Responsible for program management and implementation of DTS.**
- **MI Division, M&RA – Provides staff action for manpower matters pertaining to DTS.**
- **RF Division, P&R- Provides staff action for all accounting, financial regulations, pay and allowances, and travel entitlements.**
- **LP Division, I&L- Provides staff action for all passenger transportation policies.**

Marine Corps POCs

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KEY POINTS

- DTS USE IS MANDATORY
- DTS MCO IS IN STAFFING
- ADMIN WORKS IN CONJUNCTION WITH FISCAL/DISBURSING AND TMO/CTO
- COMMAND LEADERSHIP INVOLVEMENT KEY TO SUCCESS OF DTS